

The Cyrenius H. Booth Library Minutes

Board of Trustees Virtual Meeting

Tuesday November 9, 2021 7:00 p.m.

Present: Greg Branecky, Michelle Brown, Elaine Corbo, Amy Dent, Dana Flynn, Laura Goldstein, Beth Hamilton, Elizabeth Litt, Tom Long, Nicole Moeller, Anne Rothstein, Katie Smith, David Schill, Alex Villamil, Rose Marie Zaharek,

Absent: Donna Rahtelli

Staff: Doug Lord, Jennifer Nash, Kaki Taylor

Public: Denise Kaiser

The meeting was called to order at 7:02 p.m. by the President Michelle Brown.

Consideration of Minutes:

Anne made a motion to accept the minutes from the April 2021 meeting, and Tom seconded the motion. All approved. Motion passed.

Public Participation: None

President's Announcements: Michelle announced that Tom Long submitted his resignation from the Library Board effective December 1.

Treasurer's Report: Greg reviewed the monthly financial statement. Revenue is up because of Annual Fund Drive and Turkey Trot. Expenses are under budget because of the timing of invoices and Turkey Trot expense. Overall, net income of \$79,000.

Library Director's Report: Mr. Lord distributed a detailed written report prior to the meeting that covered operational advances, progress with three projects funded with grants, and details about how the library is striving to address each of the goals identified in the long-range planning process. Both the written and verbal report addressed how much funding the library saves taxpayers through fundraising and by working with the Friends of the Library.

Committee Reports:

Governance – Laura reported that the Governance Committee reviewed the relevant section of the Bylaws pertaining to committees and discussed a recommendation to the Board regarding whether such an amendment would be necessary to reflect the continuation of the DEI Committee. The Governance Committee also preliminarily discussed the future of library fines.

Development – The committee will meet November 16 to discuss the Turkey Trot. 771 people are signed up for the Turkey Trot.

Finance – See Treasurer's Report.

Long-Range Planning – Doug contacted the consultant, and will contract with him to conduct focus groups, stakeholder interviews, and staff interviews. The LRP Committee will send materials we have gathered from the survey and open-ended questions. The consultant will come up with a list of interview questions and use for staff, stakeholders and community members. First focus group, with staff, will be held tomorrow.

Building and Grounds – David and Doug met with the Board of Finance to discuss urgency of the roof project. CIP issue of funding must be discussed with the Board of Selectmen during its November 15 meeting. The original roof contractor, supplied by Town Purchaser, reduced his quote due to an error; Alex received additional bids from other roofers, one of which includes a slate roof. Alex and David will continue to gather information and assess options. The HVAC work is still under review; the next step is to move forward with design. Major work is required for FY 2022/23, funding must be secured via CIP before work can move forward. Geothermal option is still under review. Driveway work is on hold due to funding and possible inclusion with HVAC/ Geothermal option.

Art and Historical – Committee discussed how to bring more diversity to historical displays.

Friends of the Library Liaison – The Friends had their annual meeting and elected officers, and had their regular October meeting. The Fall Donation Day was very productive. In addition to the Annual Summer Book Sale, other fund raisers include the Popup sale, the Little Book Store, the Farmer's Market and the Holiday Book Sale. The Friends are involved with the Get Connected volunteer hub. Rose Marie will continue to serve as Board Trustee representative for the Vision 20 Program.

Diversity, Equity, and Inclusion- DEI Committee did not meet this month.

Old Business:

Amy made a motion to adopt the security camera notice policy, and Greg seconded the motion. All approved. Motion passed.

Amy made a motion to accept the update to the general use policies, and Anne seconded the motion. All approved. Motion passed.

Greg made a motion to accept the update to the internet and wireless access policy, and Betsy seconded the motion. All approved. Motion passed.

Unfinished Business:

Alex made a motion to have the President establish the Diversity, Equity, and Inclusion Committee as a permanent special committee, and Dana seconded the motion. All approved. Motion passed.

New Business:

Greg made a motion to authorize Michelle Brown to replace Amy Dent as signatory on all library bank accounts, and Anne seconded the motion. All approved. Motion passed.

Greg made a motion to authorize Michelle Brown to replace Amy Dent to execute the contract with Computershare, and Anne seconded the motion. All approved. Motion passed.

Anne made a motion to table the 2022-23 budget discussion until the December meeting, and Alex seconded the motion. All approved. Motion passed.

Beth moved to accept the 2022-23 calendar, and Rose Marie seconded the motion. All approved. Motion passed.

A motion was made to adjourn the meeting by Amy and seconded by Elaine. All approved. Motion passed.

Meeting adjourned at 8:53 p.m.

Respectfully submitted,

Betsy Litt, Secretary

C.H. Booth Library Board of Trustees

THESE MINUTES ARE SUBJECT TO APPROVAL BY THE C. H. BOOTH LIBRARY BOARD OF TRUSTEES AT THE NEXT MEETING

Internet and Wireless Access Policy

The C. H. Booth Library's Internet access is intended as an information resource. Library patrons use the Internet at their own discretion. The C.H. Booth Library cannot censor access to materials or protect users from information they may find offensive. The library staff does not monitor or control information accessible through the Internet and does not accept responsibility for its content.

- Staff may in their discretion limit the length of patron's computer session in order to ensure equitable access.
- Children's use of the Internet is not monitored or supervised by the library staff. As with other library materials, restriction of access to the Internet is the responsibility of the parent/legal guardian.
- Internet and wireless users are subject to applicable local, state and federal statutes. Any unlawful or malicious activity that causes harm to another person, the Library or the computer equipment is prohibited. U.S. copyright law (Title 17, U.S. Code) prohibits the unauthorized reproduction or distribution of copyrighted materials. All responsibility for any consequences of copyright infringement lies with the user; the Library disclaims any liability of responsibility resulting from such use.
- Library users in violation of Federal, state, local or other applicable law, or library policy may be asked to leave the library, have their library privileges suspended, permanently revoked and in extreme cases, conduct may be reported to the police. The level of action will be determined on a case-by-case basis, at the discretion of the library staff.
- Note: Internet sources may not prove to be accurate, appropriate or current.

Wireless users must understand that the Library's wireless network provides no data encryption between the access points and your device. Someone in the Library vicinity can potentially capture information sent to or from your device. It is your responsibility to protect your laptop or other wireless device. The Library recommends that credit card information and passwords not be transmitted while using the wireless network. The Library assumes no responsibility for the safety of equipment or for device configurations, security, or data files resulting from connection to the Library's network or the Internet, nor liability for any damages to hardware, software or data, howsoever caused.

Adopted by the Cyrenius H. Booth Library Board of Trustees, 5/18/2016

Updated November 9, 2021

General Use Policies

- Materials on reserve may not be renewed.
- Use of the meeting room must be reserved in advance. Meetings must be over by library closing time unless previous arrangements have been made. An application and check must be submitted to reserve the room. The meeting room fees are set by the Board of Trustees.
- Use of display cases is determined by the library director or their designee Requests may be made in writing or over the phone.
- All art exhibits are determined by the library director or their designee Those wishing to exhibit work must submit a written request to the library director.
- Materials selections are made by librarians and staff under the general direction of the library director. Purchase requests are welcomed and can be submitted in a variety of written, verbal, and electronic means.

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Security Camera Notice Policy

NOTICE TO PATRONS, VISITORS, AND STAFF REGARDING THE USE OF CAMERA SURVEILLANCE ON LIBRARY PROPERTY

For the safety of our patrons, staff, visitors, and general public, the library employs camera surveillance equipment. This equipment may or may not be monitored at any time, and staff and public should take appropriate precautions for their safety and for the security of personal property.

Surveillance cameras may be installed in public areas where staff and public would not have a reasonable expectation of privacy. Examples include common areas of the library, such as entrances, near book and media collections, public seating, delivery areas and parking lots.

Library surveillance cameras will not be installed in areas where staff and public do have a reasonable expectation of privacy, such as restrooms; nor are they positioned to identify a person's reading, viewing or listening activities in the library. However, to the extent that any recorded images include identifiable persons requesting information or checking out an item, such record shall be treated as confidential, to the extent permissible by law, and under the confidentiality and privacy policies of the library.

Adopted by the Cyrenius H. Booth Library Board of Trustees November 9, 2021